

**HOLYOKE COMMUNITY COLLEGE
BOARD OF TRUSTEES**

Minutes of February 28, 2017

The 356th meeting of the Holyoke Community College Board of Trustees was held on Tuesday, February 28, 2017, in the John T. Hickey Conference Room, Chair Robert W. Gilbert, Jr. presiding.

MEMBERS PRESENT	Robert Gilbert Ted Hebert Yolanda Johnson Teddy McCormick Suzanne Parker Evan Plotkin Julie Pokela Katie Stebbins
NOT PRESENT	Steven Mitus, Lucy Perez, John Vaccaro
ALSO PRESENT	Joe Bruseo, Michele Cabral, Dan Campbell, Karen Derouin, Karen Desjeans, Mary Dixey, Amy Dopp, Steve Duffany, Clara Elliott, William Fogarty, Curt Foster, Jeff Hayden, Kim Hicks, Olivia Kynard, Johanna Lebron, Nelson Lopez, Keith McKittrick, Marcia Mitchell, Karin Moyano Camihort, Ed Murch, Monica Perez, Jose Rivera, Christina Royal, Anthony Sbalbi, Idelia Smith, Michele Snizek, Linda Szalankiewicz, Renee Tastad, Judy Turcotte, Yanina Vargas, Chris Yurko
CALL TO ORDER	Chair Gilbert called the meeting to order at 8:04 a.m.
APPROVAL OF THE MINUTES	On a motion by Trustee Parker and seconded by Trustee McCormick, it was VOTED to approve the minutes of the January 2017 meeting as presented.
APPROVAL OF PERSONNEL ACTIONS	On a motion by Trustee McCormick and seconded by Trustee Hebert, it was VOTED to approve the appointments for the MCCC Unit Professional Staff as presented. On a motion by Trustee Parker and seconded by Vice-Chair Pokela, it was VOTED to empower the President of the College to approve all personnel actions prior to the next meeting.
MARCH BOARD MEETING DISCUSSION/ CANCELLATION	At the January Board of Trustees meeting, the Board voted unanimously in favor of moving the Annual meeting from March to April. However, it was not decided whether or not there would be a March meeting. After some discussion the Board decided to cancel the March 2017 Board of Trustees meeting. On a motion by Vice-Chair Pokela and seconded by Trustee Stebbins, the Board VOTED to cancel the Board of Trustees' March 2017 meeting.
REPORT OF THE FINANCE COMMITTEE	Report of the Finance Committee presented by Comptroller Marcia Mitchell: During the last Finance Committee meeting, HCC personnel were asked if the

	<p>quarterly reports could be distributed under a different format.</p> <p>Chair Gilbert thanked Trustee Parker “for her enthusiasm in getting a more simplified format”. The new format actually aides HCC staff in gathering, compiling, and presenting the data.</p> <p>On a motion by Trustee Plotkin and seconded by Trustee McCormick, it was VOTED to approve the Second Quarterly Statement of Revenue and Expenses for FY 2017 as presented.</p>
<p>REPORT OF THE CHAIR</p>	<ul style="list-style-type: none"> • Chair Gilbert attended the Candidate’s Night Holyoke Chamber of Commerce Event on January 25, 2017. President Christina Royal was a guest speaker. • Chair Gilbert met with President Royal on February 21, 2017 to discuss the agenda for February’s Board meeting.
<p>PRESIDENT’S REPORT</p>	<ul style="list-style-type: none"> • <u>Cubit Building Update</u> – presented by President Royal and Vice President for Administration & Finance Bill Fogarty: <p>The college received the “official notice to proceed” with the Cubit Building renovations and construction for the College’s new culinary center. President Royal thanked Bill Fogarty and Interim VP for Institutional Development Amy Dopp for their efforts in securing the notice. The official notice to proceed was the last hurdle for this project to move forward.</p> <p>Construction is scheduled to be completed by September 18, 2017. However, given the potential for disruptions to that schedule, programming will begin on November 1, 2017. Instead of looking outside to hire a project manager, Director of Facilities & Engineering Dan Campbell stepped forward and agreed to assume the role of project manager.</p> <p>Trustee Plotkin asked what was going to happen to the assets (culinary equipment currently used) once the culinary program moves to the new center. Bill Fogarty said that some of the newer equipment will move to the new center. However, most will remain on campus as dining services will move into the existing culinary space while the campus center under goes renovations. The renovations are scheduled to be completed in 2019.</p> <p>Trustee Stebbins asked how the college plans on assuming a leadership role to innovate training, and scale up its culinary and hospitality programs (increase numbers) in West Mass once the new facility opens. President Royal said an opportunity to further look into this plan will surface once the strategic planning process has begun, and conversations with local businesses and constituents have taken place to address their needs and demands, and those of the community.</p> • <u>Strategic Planning Update</u> – As part of the pre-strategic planning process, President Royal has been meeting with various constituents (Faculty, Staff, and Student Senate) within the college, and local community. Most recently, she met with the College’s Long Range Planning Committee. A draft of the strategic plan should be available by May 2018. With the goal of launching the plan in the Fall 2018.

	<p>The following are topics and ideas that will be explored during the planning process:</p> <ul style="list-style-type: none"> - “Unlearning” - Leveraging the College’s HSI designation - Evaluating what students look like today, as well as tomorrow (future) <p>Furthermore, as part of the planning process, President Royal looks forward to meeting with Trustees at a Board retreat this year.</p> <p>Trustee Hebert suggested that the college should incorporate a formal orientation process for new Trustees. Trustee McCormick suggests using the New Student Orientation QUEST model: <u>Q</u>uick <u>U</u>seful <u>E</u>ngaging <u>S</u>tudent <u>T</u>our.</p> <ul style="list-style-type: none"> • <u>2017 ACCT Legislative Summit</u> – The focus of the summit is on educating, as well as advocating for legislative priorities that would be beneficial to the community colleges to our congressional delegation. While in D.C. President Royal and other Mass. community college presidents met with a few Massachusetts legislators. They met with Congressman Joe Kennedy to talk about STEM education priorities particularly investing not only in STEM education, but also reaching underserved populations such as women and minorities. The Presidents also met with Senator Elizabeth Warren to discuss support of the year-long Pell Program. • <u>HCC Pell Grant & Default Rates</u> – presented by Director of Financial Aid Karen Derouin: <p>With a large gap of time in between the end of the Spring semester and start of the Fall semester, there is a need for a year-long Pell grant program. Currently, no summer Pell grant award available to students that enrolled full-time in Fall and Spring semesters. If a student would like to enroll in a summer course they need to take out a loan. That being said, if a student is only interested in taking one course, they would be un-eligible, because students need to be enrolled at least half-time to qualify for summer loan aid.</p> <p>Default Rates:</p> <ul style="list-style-type: none"> ➤ September 2016 – 13.3% ➤ September 2015 – 13.1% ➤ September 2014 – 17.3% ➤ September 2013 – 16.7%
ADJOURNMENT	The meeting was adjourned at 9:02 a.m.

Respectfully submitted,

Teddy McCormick
Board of Trustees

Approved: Robert W. Gilbert, Jr., Chair, April 11, 2017

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: April 11, 2017
SUBJECT: Appointments and Reappointments for MCCC Unit Professional Staff and Faculty

UNIT PROFESSIONAL APPOINTMENTS

Joshua Cornehlson – Literacy Specialist (ESOL) - 3/5/17 – 8/31/17 (grant funded)
Denise Salgado – Academic Counselor, Multicultural Academic Services – 05/01/17 – 6/30/17 (trust funded)

FACULTY – REAPPOINTMENTS (2017-2018 Academic Year)

Perpetual Agyemang – Assistant Professor of Mathematics
Mahmad Ahmadov – Associate Professor of Mathematics
Thomas Barrup – Assistant Professor of Engineering
Jose Bou – Instructor of Criminal Justice
Michele Cabral – Instructor of Accounting
Garret Cahill – Assistant Professor of Mathematics
Laurel Carpenter – Instructor of Environmental Science
Ellen Cogen – Assistant Professor of Music
Mary Cornell – Instructor of Nursing
Sage Franetovich – Instructor of Biology
Sarah Gilleman – Assistant Professor of English
Joan Giovaninni – Instructor of Education
Sheila Gould – Instructor of Childhood Education
April Graziano – Associate Professor of Education
Raul Gutierrez – Assistant Professor of Spanish
Elizabeth Hayward – Assistant Professor of Foundations of Health
Alix Hegeler – Instructor of Visual Arts
Benjamin Hersey – Instructor of English
Jessica Hill – Assistant Professor of Economics
Tara Kavanaugh – Assistant Professor of Nursing
Nicholas Lalanne – Instructor of Deaf Studies

FACULTY – REAPPOINTMENTS (2017-2018 Academic Year)

Joseph T. Lavoie – Instructor of Computer Information Systems
Naomi Lesley – Assistant Professor of English
Rebecca Lewis – Assistant Professor of Foundations of Health
Judith Loughrey – Instructor of Nursing
Jason Maurice – Assistant Professor of Psychology
Kara Moriarty – Instructor of Nursing
Armando Pardave – Instructor of Engineering
Emily Rabinsky – Assistant Professor of Biology
Nicholas Schwab – Instructor of Mathematics
Diane Stengle – Associate Professor of Chemistry
Rebecca Targove – Instructor of Mathematics
Amy Toulson – Instructor of Biology
Patricia Twining – Instructor of Nursing
Jon Ventulett – Assistant Professor of Computer Information Systems
Carolyn Wetzel – Associate Professor of Biology
Michelle Williams – Associate Professor of Psychology
Karen Woltjen Hines – Assistant Professor of Business Administration
Jessica Zepke – Assistant Professor of Nursing

UNIT PROFESSIONALS REAPPOINTMENTS (July 1, 2017 – June 30, 2018)

Jennifer Adams – Coordinator of Library Services
Sharon Cenedella – Learning Specialist Disability Services
Margaret Downing – Coordinator of Career, Planning, and Placement
Theresa Eccles – Senior Special Programs Coordinator
Sarah Gentile – Senior Financial Aid Counselor
Michael Kowalewski – Coordinator of Instructional Technology
Jennifer Maccarini – Senior Special Programs Coordinator
Carole Sterritt – Special Programs Coordinator
Laura Winter – Grants Writer

UNIT PROFESSIONALS REAPPOINTMENTS (July 1, 2017 – June 30, 2018) (trust funded)

Nancy Bazanchuk – Learning Specialist
Bemie Enyong – Coordinator of Career, Planning, and Placement
Barbara Granger – Academic Counselor (20 hours)
Elaine Hebert-Dancik – Senior Special Programs Coordinator
Harry Hill – Special Programs Coordinator
Veronique Leroy – Senior Special Programs Coordinator (30 hours)
Irma Medina – Senior Special Programs Coordinator
Bryn Nowell – Senior Admissions Counselor
Karen Rock – Senior Special Programs Coordinator
Lindsey Rothschild – Coordinator of Instructional Technology
Kimberly Slepchuk – Academic Counselor

SUGGESTED MOTION: To approve the appointments and reappointments for the above MCCC Unit Professional Staff and Faculty

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Christina Royal, President

DATE: April 11, 2017

SUBJECT: Recommendations for Tenure

In accordance with Article XI of the MCCC/MTA Collective Bargaining Agreement, unit members who serve six full years, at least three years of which have been in that unit member's current job function and have received satisfactory on their most recent summary evaluation may be considered for tenure. Unit members are eligible for the grant of tenure at the beginning of their seventh year of service.

The following unit members are eligible for consideration for the grant of tenure commencing with the 2017 - 2018 academic year:

Perpetual Agyemang – Assistant Professor of Mathematics
Mahmud Ahmadov – Associate Professor of Mathematics
Garret Cahill – Assistant Professor of Mathematics
Theresa Eccles – Senior Special Programs Coordinator
Diane Stengle – Associate Professor of Chemistry
Carole Sterritt, Special Programs Coordinator
Jon Ventulett – Assistant Professor of Computer Information Systems

In concurrence with the Unit Personnel Practices Committee, Mónica Pérez, Vice President for Academic Affairs, Jeffrey Hayden, Vice President for Business and Community Services, and Amy Dopp, Interim Vice President for Institutional Development, I am pleased to recommend the candidates listed above for tenure.

SUGGESTED MOTION: To approve the recommendations for tenure as presented.

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: April 11, 2017
SUBJECT: Change in Rank

Article XIV of the MCCC Collective Bargaining Agreement allows me to reward individuals with an upgrade in rank, if they:

- have shown evidence of significant relevant professional development;
- have shown significant contributions to the College or community services;
- are in the top 20% of the College faculty in that unit member's most recent two successive student evaluations.
- have been highly effective in their performance in my judgment.

In concurrence with the recommendations made by Mónica Pérez, Vice President for Academic Affairs, I am pleased to recommend the following such awards:

TO ASSISTANT PROFESSOR:

*Michele Cabral - Business and Technology
Sage Franetovich - Science, Engineering, and Mathematics
Sheila Gould - Social Sciences
Judith Loughrey - Health Sciences
Nicholas Schwab - Science, Engineering, and Mathematics
Rebecca Targove - Science, Engineering, and Mathematics

TO ASSOCIATE PROFESSOR:

Pertpetual Agyemang - Science, Engineering, and Mathematics
Garrett Cahill - Science, Engineering, and Mathematics
Sarah Gilleman - Arts and Humanities
Jessica Hill - Social Sciences
Rebecca Lewis - Health Sciences
Emily Rabinsky - Science, Engineering, and Mathematics

TO PROFESSOR:

Mahmud Ahmadov - Science, Engineering, and Mathematics
Catherine Dillard - Science, Engineering, and Mathematics
Tina Jacques - Health Sciences
Diane Stengle - Science, Engineering, and Mathematics

**Change will be effective upon return to faculty position.*

SUGGESTED MOTION: To approve the recommendations for Change in Rank as presented.

**HOLYOKE COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT**

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Christina Royal, President
DATE: April 11, 2017
SUBJECT: Student Fee Proposal for FY 2018

In developing a student fee proposal for FY 2018, we are taking last year's approach of calculating the increase that would keep HCC in the lower quartile of cost for the 15 Massachusetts community colleges under the current fee schedules. Taking that approach last year made HCC the fourth most affordable college in the state.

The Massachusetts Department of Higher Education issues a report on the relative annual cost of public colleges and universities based on "mandatory" tuition and fees paid by students taking 15 credits per semester. The term "mandatory" refers to tuition and fees applied to all students and courses, and does not include special course and program fees.

The current report for FY 2017 shows the following ranking among community colleges:

1. Greenfield	\$6,632
2. Quinsigamond	\$6,540
3. Mt. Wachusett	\$6,250
4. Berkshire	\$6,200
5. North Shore	\$6,160
6. Northern Essex	\$6,160
7. Mass Bay	\$5,990
8. Middlesex	\$5,900
9. Massasoit	\$5,850
10. Springfield Technical	\$5,736
11. Bristol	\$5,654
12. Holyoke	\$5,570
13. Roxbury	\$5,470
14. Cape Cod	\$5,402
15. Bunker Hill	\$4,860

Student Fee Proposal for FY 2018

April 11, 2017

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If the Educational Services Fee is increased by \$5 per credit (2.7% of the total cost of attendance, or 3.35% of our current ESF at \$150), annual student cost would be increased by \$150.

Assuming current enrollment projections (-6%), this increase would result in approximately \$540,400 in annual revenue.

In addition to the primary fee increase, we are recommending that both the Transportation Fee and the Student Services Fee (each \$20 per student per semester), be increased \$5. This would result in increased expenses to students of \$20 per academic year (assuming attendance in two semesters), and increased annual revenue of approximately \$120,600. Currently, revenue from the transportation fee supports our PVTAs expenses, and the Student Services Fees supplement the general fund. Neither fee has been adjusted in a number of years.

Finally, we are seeking to establish a dedicated Information Technology Project Fund by increasing the Technology Fee by \$10 per semester from \$75 to \$85. This action will allow the college to establish the project fund at \$273,000 for this year, and would increase the cost per student by another \$20 per year.

These revisions would bring our annual cost to \$5,760, making us the sixth least expensive community college, assuming other institutions do not raise fees. Fee increase plans by other colleges are not certain at this point. Our final ranking will depend upon what increases other colleges decide to implement.

SUGGESTED MOTION: Move that the Board of Trustees approve to increase the Educational Services Fee from \$150 to \$155 per credit; increase both the Transportation Fee & Student Service Fee from \$20 each to \$25 each per semester; increase the Technology Fee from \$75 to \$85 per semester.